

Classification

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120067-1

PREPARE IN DUPLICATE				OL/SD/ <input type="checkbox"/> MFB		STAT	
1. TITLE OF REPORT (If a fill-in report include Form No.) Man-Hours				2. TYPE OF REPORT		<input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		<input checked="" type="checkbox"/> PERSONNEL <input checked="" type="checkbox"/> LOGISTICS <input type="checkbox"/> MEDICAL		<input type="checkbox"/> TRAINING <input type="checkbox"/> SECURITY <input type="checkbox"/> FINANCE		ADMIN. GENERAL OTHER (specify)	
4. NO. OF COPIES PREPARED 1		5. FREQUENCY (weekly, monthly, quarterly, etc.) Monthly		6. DISTRIBUTION (No. of components not number of copies) 1			
7. FORMAT (memorandum, form, computer print-out, etc) Form		8. ADP PROCESSING <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		9. DIRECTIVE AUTHORITY REQUIRING REPORT Chief, <input type="text"/> STAT			
10. PREPARING COMPONENT (include lowest level contributing information to report) Materiel Facilities Branch		11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)					
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	=	COST PER YEAR
GS-14	10.00	1/4		2.50	12		30.00
GS-5	3.15	1/2		1.57	12		18.84
B. COSTS OF COMPUTER PRODUCED REPORTS							
TOTAL COSTS PER YEAR 48.84							
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS	
<input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE						<input type="checkbox"/> OTHER (explain)	
16. DATE OF INVENTORY 28 Sept 70						17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Chief, Materiel Facilities Branch	
18. EXTENSION STAT						<input type="checkbox"/> STAT	